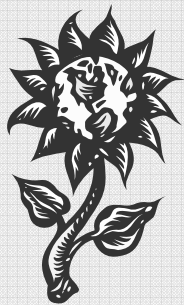


**Career Transition
Center**
George P. Shultz
National Foreign Affairs Train-
ing Center
U.S. Department of State

CTC NEWSLETTER

APRIL 2007

**Happy
Earth
Day!**



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**"It ain't what
they call you,
it's what
you answer to."**

- W.C. Fields,
U.S. actor & humorist

MORE ADVICE FROM THE FIELD

PART-TIME & TEMPORARY WORK

The following comments were sent to us by a very happy JSP graduate who is no longer working fulltime.

"First, let me assure every one in the CTC transition program that it is without a doubt the very best seminar that I had at FSI in the course of my 22 years as an FSO. You folks put a lot into it, and it has given me excellent preparation as I go into the next phase of my career development.

"As I mentioned to you, with my wife now having re-commenced her career with the XXX Foreign Service at their Embassy here, I am now a XXX Embassy Dependent Spouse. Aside from parenting and domestic duties, I try to keep my hand in by doing part-time contracts.

"Within two weeks [of JSP graduation], I found a one-month, 80 hour contract with [an international organization] that met my needs perfectly -- I could get in after I put my 3rd grader on the bus, do the work they needed, and get back in time to pick up my high-schooler. It must have met their needs as well -- they extended it a second month until they ran out of funds.

"I must add that I got the contract in a large part due to the job search skills I learned at CTC -- I networked, had a great resume, and evidently inter-



viewed well. I then did a part-time stint teaching YYY at [USG agency]. Like the [international organization] it was a lot of fun, part-time, and gave me new skills and entries for my resume. [The USG agency] wants to develop a roster of teachers, and will therefore be giving others the opportunity before they get back to me. Again, this works fine for me--it gives me time for other projects.



"If you prepare yourself at every point as well as you can... you will be able to grasp opportunity for broader experience when it appears."

- Eleanor Roosevelt

"The [international organization] contacts led to other interviews with NGOs and lobbying groups that like my work and, while they do not at present have either the need or the funding, know where I am when they need and can pay for me. By the way, at this point, I am not doing my work for free -- I charge what the market will bear, which is pretty respectable.

"Cutting to the chase, I do not doubt that I could have a fulltime job in town if I wanted one -- the only reason I don't is that my spouse and kids need more of my time right now.

"The one very slight change that I recommend for CTC is to put emphasis on jobs that can be found here and ... do not need a security clearance. I held a very high level of clearance ... Frankly, for a number of reasons having to do, I suppose, with temperament and security-fatigue, I do not particularly want to be in that world any more. By the same token, due to my family's needs, I do not want to be traveling. I suspect that others felt the same way. The good news is, for those willing to look, the town is full of excellent opportunities.

"..... As I move around town checking out opportunities, I will keep you informed of my progress. again, thanks for a most superlative course!"

TRANSFERABLE SKILLS

We finally received a response to our request for lists of skills transferable from the foreign affairs professions into Real Life professions! These were contributed by a JSP graduate:

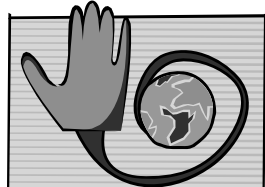
Diplomatic skills:

- focused advocacy both written and oral;
- relationship building (institutional and individual);
- cross cultural/cross class communication;
- public speaking;
- strategic analysis;
- operational knowledge of [the] USG and its various bureaucratic and Congressional processes and players;
- protocol;
- Representing, explaining, and advancing others' interests;
- entertaining;
- negotiation;
- conflict management and resolution;...
- leadership

Management skills:

- event [planning] and management;
- policy implementation;
- operational know-how;
- program management;
- project management;
- budget formulation and management;

- strategic planning and performance evaluation;
- change management;
- leadership;
- team-building and coaching;
- institutional capacity building



“Every exit is an entry somewhere else.”

- Tom Stoppard

TRANSFERABLE SKILLS ACCORDING TO MOSS

Looks like the Bureau of Consular Affairs heard our plea, too! Here is an excerpt from the February 2007 Consular Issues Cable:

“‘Moss-isms’ from Passport DAS Frank Moss: As I reflect back on my career with the State Department, I am struck by several things. Quite simply, the State Department is an extraordinary place to work. I firmly believe it has the best workforce in the federal government and one that I believe compares favorably with that found in any private sector firm in the United States. For those looking ahead I offer the following ‘Mossisms’ based on a look back over the past 32 years: Do not underestimate your skill set. Someone reading this may say that ‘all’ they do is adjudicate passport applications or handle citizen services emergencies. But you are learning and applying skills in areas ranging from interpreting laws and regulations to customer service. Those skills are important and marketable.”

THE ELEVATOR SPEECH

These comments were contributed by a CTC client who is now a small business owner in Pennsylvania:

“I ... found ... the [March] Newsletter very interesting so thought I'd add my two cents. The 30-second synopsis speech is the one completely new idea that has stuck with me. I now have my own business that I must explain quickly over and over. I'm constantly refining the speech. Thanks for a good experience at JSP. “

“Take the time to understand what's behind your success. It's the best way to ensure it will continue.”

- Stuart R. Levine



EDITOR'S NOTES

VIRTUAL INTERVIEWING?!

If you have been practicing your interview skills in front of the mirror or with your dog, there is a new alternative: Interview True (<http://www.interviewtrue.com/>). The interview experts used by the website are Vicky Oliver, author of 301 SMART ANSWERS TO TOUGH INTERVIEW QUESTIONS, and Rob Sullivan, author of GETTING YOUR FOOT IN THE DOOR WHEN YOU DON'T HAVE A LEG TO STAND ON.

You can choose interview questions from a bank of 1,000 or let Interview True choose questions for you. The questions are grouped by categories (e.g., team

building) and by experience level. You talk with a virtual interviewer throughout the interview.

When your interview is complete, you can send a recording of the interview to friends and colleagues, requesting feedback. Apparently, some job seekers also add it to their "online resumes" for prospective employers to see!

There is a fee for a subscription to this service. You will need a Webcam and a PC to use this tool.

For more information, read the article "Virtual Interview" by Brian T. Horowitz in the March 2007 issue of Fast Company magazine (www.fastcompany.com, Issue 113, Page 32): <http://www.fastcompany.com/magazine/113/next-virtual-interview.html>.



"The opportunity to experience yourself differently is always available."

- Yongey Mingyur Rinpoche

INTERVIEW ADVICE FOR BOOMERS

Monster.com has some interview advice for 50+ candidates in "Motto for 50-Plus Interviewing: Be Prepared" by John Rossheim (<http://content.monster.com/articles/3478/16655/1/home.aspx>). The whole article is definitely worth a read.

Here's a sneak preview:

- "Be a Positive Candidate

- Know the Company's Needs
- Gather Intelligence on the Interview Situation
- Don't Stumble into a Generation Gap
- Speak Your Interviewer's Language
- Prepare to Look the Part"

SELF-SABOTAGE

In 2006 Robert Half International (<http://www.roberthalf.com>) conducted a survey of senior executives on the most common mistakes that job seekers make during an interview. Their results showed job seekers' most common mistakes to be:

- Exhibiting little to no knowledge of the employer
- Inability or reluctance to discuss their skills and experience in detail;
- Not being prepared to discuss career plans and goals and their relationship to the position applied for
- Lack of enthusiasm for the employer and/or the position

PREPARE FOR "KILLER" QUESTIONS!

ClearanceJobs.com recommends rehearsing your answers to tough interview questions like these before an interview:

- "What have you learned from your mistakes?
- What criteria are you using to evaluate the company for which you hope to work?
- What's one of the hardest decisions you've ever had to make?
- Describe the most rewarding experience of your career thus far.

- Do you consider yourself a leader?
- What makes you qualified for this position?
- Can you explain this gap in your employment history?
- What do you see yourself doing five years from now? Ten years from now?"

(ClearanceJobs.com Newsletter, July 25, 2006)

JSP GRAD ADVICE ON INTERVIEWS

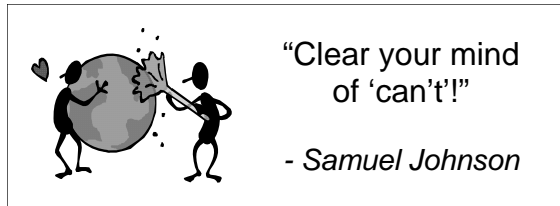
Last month we shared some of your responses to our 2006 Biennial Survey question, "Given your own experience with the Job Search Program and retirement, what advice would you offer to current JSP participants?" This month we will look at a few of your responses on interviewing.

"Practice for interviews!"

"Take advantage of every day in the program to get your job search skills honed to their very best. From preparing your resume, doing a cover letter, practicing interviewing and writing thank-you notes: you have to put in the time and effort before during and after each session to get results. This totally parallels what will happen in your actual job search. There will be times of stress associated with meeting some of the deadlines, but the payoff will be worth it. Don't sweat the video taped interview, it's in the extreme and not truly what happens in real life."

"Highly recommend the video taping of an interview!"

"Focus on developing networking skills, writing a resume, and interview techniques."



VOLUNTEER LEADS

2007 National Volunteer Week: April 15-21

National Volunteer Week is sponsored by the Points of Light Foundation and honors a unique and valuable American asset – volunteers. The week also recognizes the contributions of volunteers to improve our communities. The 2007 theme is "Inspire By Example."

If you are interested in volunteering, check out Volunteer Match at www.volunteermatch.org. You can find all kinds of volunteer opportunities in your own community, searching by zip code and special interest.

Here is some good advice from Volunteer Match:

"Choose a cause that you're passionate about. Find an opportunity that matches your skills, interests, and schedule.

"Be a Great Volunteer. Part of having a great volunteer experience relies on your ability to be a great volunteer. These basic principles are good to keep in mind:

- Be professional.
- Honor your volunteer commitments.

- Extend gratitude to an organization for any training or professional development you receive while volunteering.”

“A positive attitude is
like kudzu.
It spreads like crazy
and can't be stopped.”



- JoAnn Ross in *OUT OF THE STORM*

The speaker will be the Director General of the Foreign Service, the Honorable George Staples.

The cost is \$20 per person and guests are welcome.

If you are interested in attending, please let Dick Schoonover (rcschoon2@aol.com) or Mike Hornblow (mhornblow@aol.com) know by April 23.

ATTENTION, JSP GRADS!

NOTHING COULD BE FINER

The Carolina Friends of the Foreign Service is pleased to invite anyone who will be in the area to its quarterly lunch at noon on April 25 at the Spice Street Restaurant in Chapel Hill, North Carolina.

JSP FOLLOW-UP MEETINGS

All JSP graduates of the March 2007 and previous classes are invited to attend follow-up meetings in Room E-2118 to discuss progress on your job search, share experiences and advice, and enjoy each other's company. Dates:

- Tuesday, April 10, 10:00 am
- Tuesday, April 24, 10:00 am



CTC NEWSLETTER

FSI/TC/CTC

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